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June 7, 1990

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Mr. Lewis Cummings
Philip Morris U.S.A.
Post Office Box 26603
Richmond, Virginia 23261

Philip Morris U.S.A. Records Management Employee Brochure

Dear Lewis:

I enclose for your review what purports to be the final draft of the "employee brochure." If you have any revisions, additions, deletions, suggestions, comments, or questions, they must be communicated to me by the close of work on Friday, June 15, 1990. If no comments are made, I will indicate to Stu Rickerson that he can submit the brochure for formatting and publication.

Thanks for your help with this matter. As always, if I can be of any assistance, please do not hesitate to contact me at 919-899-3061. Best regards.

Sincerely,



Arthur J. DeBaugh

630/6145
Enclosure

cc: Stuart E. Rickerson, Esquire (w/o encl.)
Thomas G. Slater, Jr., Esquire (w/o encl.)
Ray V. Hartwell, III, Esquire (w/o encl.)

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